



Getting the Most out of your Environmental Management System

The choices you make in and out of the office have a significant impact on the environment. On any particular day you may make choices about how to travel, what to do with used paper, containers and office supplies, which products to buy, or how you consume energy. It may take an extra phone call, or a few extra steps to the recycling bin, but it says a lot about how we are committed to the environment when you make a green choice.



<p>Recycle</p> <p>Reuse stuff</p>	<ul style="list-style-type: none"> Paper (Under your desk) Batteries (Mailroom, 9th floor) Tyvek (behind copy room doors) Toner cartridges (PC Hotline, 10th floor) Plastic (kitchens on each floor) Aluminum cans (kitchens on each floor) Glass (kitchens on each floor) Eyeglasses (Lunch Room, 14th Floor) Sneakers (Lunch Room, 14th Floor) Compact Florescent Bulbs (Lunch Room, 14th Floor) <ul style="list-style-type: none"> Packing Materials (bubble wrap and packing peanuts) Magazines/Books – (Lunch Room, 14th floor) Cell Phones - send to Angeline's Battered Woman's Shelter At parties and gatherings use durable cups, plates and utensils <p>Recycling Coordinator: Vaughn Blethen (206) 553-0483</p>
<p>Paper Consumption</p>	<ul style="list-style-type: none"> Use durable party supplies (i.e. plates, cups, etc.) Stop purchasing disposables Set your print and copy jobs to "2 sided" Use eForms and electronic pay statements Add to your email signature: <i>"Please save natural resources by not printing this email."</i> Use Print Preview instead of printing a draft to "see how it looks" Share documents electronically Use and share Powerpoint presentations. Limit use of handouts Ask about starting a Good On One Side (GOOS) Pilot Project. (Reusing paper that has been printed on one side. Great for scratch pads or printing drafts)
<p>Travel</p> <p>Lodging</p>	<p>Travel only when necessary. Conference calls or video conferencing can take the place of many trips</p> <ul style="list-style-type: none"> Choose an environmentally responsible hotel. Ask the hotel what their environmental policies are. Choose a hotel from one of the following websites http://greenhotels.com http://epa.gov/building/hospitality http://www.greenglobe21.com http://www.terrachoice.com http://www.greenseal.org/certproducts.htm#lodging





Ground Transportation

- **Ride the Rail.** Many cities have public rail systems to get you to the downtown area from the airport.
- **Take the Bus.** Public bus transportation is an economical and environmentally responsible choice, but private shuttle and bus services are also a good choice
- **Drive the EPA Hybrid**
- **Rent a Hybrid.** If renting a car is necessary, ask for a hybrid or fuel efficient car.
 - <http://www.evrental.com/>
 - <http://www.enterprise.com/>
- **Encourage carpooling** to EPA meetings

Air Travel

- Take the shortest flight to reduce emissions



Electronics

Buying electronics

- Choose ENERGY STAR products whenever possible.
- Require grantees and contractors to use Energy Star products.
- Buy from manufacturers that take the product back for disposal when usefulness is done
- Buy products with less packaging and select manufacturers who take back their packaging.

Using electronics

- Enable the Energy Star Stand-by function on your PC
- Use Rechargeable batteries for electronic devices (and remember to recharge them!)
- Recycle old electronics
- Say thanks when you receive your new Liquid Crystal Diode (LCD) monitor



Energy

Say "Thank You for becoming an Energy Star Building" the next time you see a Benaroya employee.

- Turn off your desk light when not needed
- Shut down your computer when leaving for the day
- Activate Energy Savings features on your computer
- Close window blinds on sunny days in the summer
- Open window blinds on sunny days in the winter
- Dress in layers for comfort
- Never use space heaters in your office.



Procurement

- Buy "Green" office supplies through the Corporate Express BPA <http://www.cexp.com/>
- Questions to ask when ordering:
 - Are electronics items Energy Star products? <http://energystar.gov>
 - Can the item be reused (i.e. batteries)
 - Is it made of recycled material?
 - Can it be recycled at the end of it's normal use?
 - Can I use property excessed by another agency rather than buying new? <http://www.gsaccess.gov>.



Printed on Recycled Paper